1274 Pt I

1938-43. **File No.** 3130/36

A CLASS P.W. **DEPARTMENT**

E **BRANCH**

Subject:—

Cadre.

Divisional Accountants.

Method of recruitment

[K]

Pt. 1

File No. 3130/36 E

Etd. Scott. Slip. 91 A

Std. Sectt. 78 a.

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Pt. I

Subject :—

File No. 3130/36

P.W. **DEPT.**

Fr **BRANCH.**

References :—

Copies from main file.
1 Ac [illegible]

Date.	To whom sent.	Notes and instructions.

RECRUITMENT OF DIVISIONAL ACCOUNTS.

SOURCES OF RECRUITMENT.

The recruitment to the cadre of Divisional Accountants will be from three classes (1) P.W.D. Clerks (2) Audit Office clerks and (3) Direct recruits.

2. MINIMUM QUALIFICATIONS FOR RECRUITMENT. The selection from clerks already employed in the Public Works Department or audit office will be made from only those who are at least second class graduates, but preference will be given to those holding the degree of Bachelor of Commerce of the Bombay University. In selecting candidates as direct recruits, preference will, as far as possible, be given to first or second class B. Coms. or to those who possess degrees with Mathematics as one of the subjects. No one selected from the present employees or by direct recruitment will be considered eligible for appointemnt of Divisional Accounts unless he has passed the Divisional Test mentioned below:

3. TRAINING OF SELECTED CLERKS FROM PUBLIC WORKS DEPARTMENT.

(a) In order to improve the standard of the Divisional Accountants cadre and at the same time to allow the Public Works Divisional clerks opportunities and facilities to qualify themselves for the subordinate Accounts Service like Audit Office clerks, Superintending Engineers will be asked by turns to suggest for tarining a panel of two clerks from their circle on the basis of educational qualifications and record of services

(b) As stated in paragraph 2 above, the selected clerks should be at least second class graduates and preferably 'B. Coms.' of the Bombay University. The period of training will be six to eighteen months during which they will be attached to the Audit office to work in place of equal number of Audit office clerks selected for training in Public Works Divisons. The clerks from the Public Works Divisions will be attached to works Audit Department for six months and to other departments for the remaining period according to requirements. Monthly progress

reports.....

reports of training will be maintained for each clerk and copies thereof will be sent to the Superintending Engineers for information. If their progress is not satisfactory they will be reverted and will not be allowed to sit for the Divisional Test and other men recommended by the Superintending Engineers will be taken in their places.

(c) The training period will be a qualification for the Divisional Test examination but passing the Test will not be a qualification for the training. Only those who show satisfactory progress will be allowed to sit for the Test.

(d) If they, latter on desire to qualify for Subordinate Accounts Service Examination they will also be eligible to sit for the higher examination after putting in three years service two years as accounts clerks in Public Works Department Divisional or Sub-divisional Offices and one year in the Audit Office - provided other conditions regarding age and efficiency are fulfilled. If the Public Works Department clerks pass the Subordinate Accounts Service Examination before becoming Divisional Accountants, they will be offered as early as possible,clerical posts in th e Audit Office on pay etc. admissible under the rules to Subordinat Accounts passed clerks.

4. TRAINING OF MEN RECRUITED FROM AUDIT OFFICE. The existing system is that all the S.A.S. passed men from Audit Office have to undergo training in Public Works Department Divisional Accounts for a period varying from 6 months to one year before they are confirmed in the S.A.S. According to the proposed scheme the Audit Office men to be considered for recruitment to the cadre of Divisional Accountants will generally be S.A.S. passed men sent in their turn,but this will not bar non passed men who are well qualified educationally and by record and are considered to be bright enough to be confirmed either in the Divisional Accountants Cadre or the S. A. S. being sent out on training. These audit office clerks will work for four months in the Sub-divisional office and eight to twelve months in the Divisional office under the direct supervision of the Divisional Accountants concerned, who will maintain progress registers and submit copies of the same to the Audit Office through the Executive and Superintending Engineer. At the end of the training period they will

come... .....

come back and relieve the Public Works Department clerks or other Audit Office clerks selected for training . They will then be eligible to appear for the Divisional Test. Any one who has had this training previously need not be sent up for further training on paasing S. A. S. examination under the existing scheme.

5. TRAINING OF DIRECT RECRUITS. The direct recruits will, in the first instance be posted to a sub-divisional office for a period of four months and required to do actually all the items of work generally done in a sub-division. They will, thereafter, be transferred to the Divisional office and will be under the direct supervision of the Divisional Accountant concerned. They will be put in regular charge of duties of all the accounts clerks in succession and will be required to pass the Divisional Test examination within the period of their probation. They will have to maintain a diary of the work done by them which will be submitted to the Accountant General monthly through the Executive Engineer who will record thereon his personal opinion about the progress made by them during the month and whether it is satisfactory.

6. DIVISIONAL TEST EXAMINATION.

(a) The Divisional Test will be held in the following subjects:

1) Public Works Rules and procedure written.

2) " " viva voce.

3) Precis and draft.

4) Commercial Book-keeping.

(b) 1) Persons who have already passed the Sibpur Test or B. Com. examination with accountancy as special subject will be exempted from the paper in Commercial Book-keeping.

2) S. A. S. passed men will be exempted from all subjects except viva voce..

(c) Following persons will be eligible to appear for the above Test:-

" Only persons selected for training ~~for~~ will be eligible to appear for the above test. Those clerks recruited either from the Public Works Department or the Audit Office will be allowed to sit for the Divisional Test Examination only after

training.....

training of at least 6 months. The direct recruits will not be allowed to appear for the examination till they have had a least one year's training."

(d) Men whose age exceeds 33 years are not eligible to sit for the Divisional Test. But the Accountant General may relax the age limit in such individual cases as may be considered to merit special treatment.

Note. The passing of a Divisional Test Examination is one of the necessary qualifications for a person to be appointed as Divisional Accountant but it does not give him a claim to be so appointed.

7. SENIORITY LIST OF CLERKS WHO HAVE PASSED DIVISIONAL TEST.

The relative seniority of recruits from sources (1) and (2) will be determined with reference to the date of their passing the Divisional Test Examination or the Viva Voce part of it in the case of the S.A.S. passed clerks. Those who passed the same examination, will be ranked according to their seniority in the clerical grade i.e. according to their length of service. They will be placed below all those who are temporary or officiating at the time. The position of the direct recruit will, however, be at the bottom of the list of permanent Divisional Accountants.

8. FINANCIAL ARRANGEMENT. Both Audit Office and the Public Works Department will bear their shares of the extra cost occasioned by this scheme of interchange and training of their clerks. The pay and Travelling Allownace of the Audit Office Clerks will be debited to "26-Audit Central" even when working as clerks in the Divisional offices and the pay, compensatory allowance if any and Travelling Allowance of the Public Works Department clerks working in the Audit office, will be debited to 50-Civil Works-Provincial-Voted". The extra expemses to the Bombay Government and the Central Government each will be approximately Rs.300 per year..

The above extra cost per year per clerk is expected to be more than counterbalanced by the advantages offered to the Public Works Department clerks to qualify themselves for the posts of Divisional Accountants and higher appointments of Superintendents in the office of the Accountant General. The posting of these S.A.S. passed men qualifying themselves as Divisional Accountants will on the other

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hand be only temporary arrangement, for as soon as they are due for promotion to S.A.S. they will have to vacate the Divisional Accountants posts and their places will be filled by Public Works Department qualified clerks.

9. PROTECTION OF REGHTS OF P.W.D. CLERKS IN SERVICE ON THE DATE OF INTRODUCTION OF THE NEW RULES. Non-graduate clerks of the Public Works Department who are in permanent service on the 1st May 1943 will be given permission to appear for the Divisional Test provided they are otherwise qualified to hold the posts of Divisional Accountants. Similarly clerks who have already passed the Divisional Test and are on the waiting list will be given first preference for appointment as Divisional Accountants provided they are otherwise fully eligible under the old rules.

Copy of paragraph 1 of the Auditor General's letter No.77-NGE/446, dated 20-1-1943, regarding new method of recruitment to the Cadre of Divisional Accountants.

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In continuation of this office letter No.1018-NGE/446-38, dated the 7th June 1940, I have the honour to state that the syllabus of the Divisional Test Examination under the revised scheme of recruitment to the cadre of Divisional Accountants which will come into force from the 1st May 1943 and the standards required and conditions for passing this examination will be as follows:

(a) Subject and pass marks.

Subject.	Maximun marks.	Minimum required for passing.	Percentage age.
1	2	3	4
1.Precis & Draft	150	60	40
2.Commercial Book-Keeping .	150	75	50
3.Public Works Accounts and Procedure Part II	150	99	66
4. Viva Voce on 3 above.	150	99	66
Aggregate	600	360	60

The syllabus of paper in subject (2) Commercial Book-

Keeping.....

Keeping will be the same as that laid for this papers in Note 2 to paragraph 172 of the Auditor General&s Manual of standing orders for the Local Audit Department branch of the S.A.S. Examination.

The syllabus for subjects (3) and (4) Public Works Dept accounts Rules and Procedure and 'Viva Voce' will continue to be that already prescribed in paragraph 257 of the Auditor General's Manual of Standing Orders.

(b) EXEMPTIONS

(1) Any candidate failing at an examination but securing at least 66% of the maximum marks in a subject will not be required to appear again in that subject.

(11) Persons who have passed to Public Examination qualifying for appointment to the establishment of Divisional Accountants conducted by the Bengal Engineering College,Sibpur, before that examination ceases to be recognised by the Auditor General or who are graduates in commerce of any recognised Indian University with Accountancy and/or Auditing as their special subject, will not be required to appear in the 'Commercial Book-Keeping' paper of this examination.

(111) S. A. S. passed clerks (prdinary branch) will be required to appear in the 'Viva Voce' part of this examination only.

(c) Period of Probation.

The period of probation for recruits from sources (1) and (2) will be 2½ years (6 to 18 months for training plus one year's trial incharge of the Accounts of a Division) unless they are reverted earlier on account of being found unsuitable during the period of their training. They will be allowed to sit for Divisional Test Examination after a training of at least 6 months. The period of probation of the Direct recruit will continue to be 3 years, i.e. 2 years for training and one year's trial as a Divisional Accountant: they will not be allowed to appear in the examination till they have had at least one year's training.

(d) Number of chances.

A condidate (including a direct recruit) will not ordinarily be allowed more than 3 chances but the Accountant General may in special circumstances allow two additional chances to these whom he considers deserving of the concession. If the period of proba-

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probation is curtailed the number of chances will be curtailed correspondingly.

(e) Determination of Seniority.

The relative seniority of recruits from sources (1) (2) will continue to be determined with reference to the date of their passing the Divisional Test Examination or the 'Viva-Voce' part of it in the case of the S.A.S. passed clerks. Those who pass in the same examination will be ranked according to their seniority in the clerical grade i.e. according to their length of service. They will be placed below all those who are temporary or officiating at the time. The position of the direct recruit will however be at the bottom of the list of permanent Divisional Accountants as at present. As the present criterion for determining seniority has stood the test of time the Auditor General is not in favour of making any change therein. Necessary correction to chapter VII of the Auditor General's Manual of standing orders will issue in due course.

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No. 3130/36. E.
Public Works Department
Bombay Castle, 27th March 1943.

Copies forwarded to -

the Finance Department,
the Political and Services Department,
the Superintending Engineers of Circles,
the Electrical Engineer to Government,
the Accountant General, Bombay (with reference to his letter No.W.M.E/1872, dated the 6th February 1943),
the Executive Engineers of Divisions,
the Consulting Public Health Engineer to Government,

for information and guidance.

By order of the Governor of Bombay,

Sd/- D.C. 30-3-

(C.G. KALE,)

Deputy Secretary to the Government of Bombay
Public Works Department.

Copy of letter No.WME.34, dated the 9th April 1943, from the Accountant General, Bombay, to the Secretary to Government, Public Works Department, Bombay, regarding new method of recruitment of Divisional Accountants.

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I have the honour to invite a reference to clause (d) of rule 6 of the Rules for the new method of recruitment of Divisional Accountants received with Government Public Works Department endorsement No.3130/36-E, dated 27-3-1943 and to request that the last sentence of that clause may kindly deleted as there are no conditions I and II in the revised clauses (c) of rule 6, vide this office letter No.WME.1872, dated 6-2-1943. The correction may please be communicated to the officers concerned.

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No. 3130/36. E
Public Works Department,
Bombay Castle, 1st May 1943.

Copy forwarded to -

The Finance Department,

The Political and Service Department,

The Superintending Engineers of Circles,

The Electrical Engineer to Government,

The Executive Engineers of Divisions,

The Consulting Public Health Engineer to Government,

The Director Development Department Chawls (with copies of Government endorsemen No.3130/36-E, dated 27th March 1943 and its accompaniments),

with a request that the last sentence of clause (d) of rule 6 of the Rules for the new method of Recruitment of Divisional Accountants should be delected, as suggested by the Accountant General, Bombay,.

By order of the Governor of Bombay,
Sd/-
(C.G. Kale,)
Deputy Secretary to Government of Bombay,
Public Works Department.

Copies to the Accountant General, Bombay, for information and guidance.

PAF.